



Payroll Recording & Management System

Quick Start Guide

Version W.1.0

Documentation and Software by Farmdata Limited
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This booklet is designed to help you get started. It should be used in conjunction with the following manuals.

Related Documents

Paydata Manual

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The Information Required Before You Start

Running a computerised system requires no more information than is needed with a manual system. It is always easiest to start a system at the start of the financial year. You can however start at any point in a year by entering the cumulative figures to date.

The Business Details

The basic required information should be readily available from existing records. Payroll name, frequency, last pay period and date, and tax year will be fairly obvious.

The Nominal Ledger Codes can either be drawn from your accounting system or entered as simple text.

Details of the Name and Address and the Bank Account from which the payroll is drawn are required. The Tax Office Name and Numbers should be obtainable from the payments record booklet.

Pension Scheme details again should be available or can be provided by the pension company.

The Individual Employees

The basic required for each employee is detailed below. If some detail is unavailable you will have to make an entry of some sort which can be later updated with the actual information. For example unknown dates can be entered as 01/01/80 and unknown text simply with a ?. You may find however that RTI returns will not work until the data is complete.

Name, Date of Birth, Address

National Insurance Number

If paid by Bank Transfer then the bank details of the employee must be entered.

Is this employee to be set as a director?

Start Employment Date

Tax Code & National Insurance Letter

Student Loan Repayments Due?

Basic Pay and/or Hourly Rates

Holiday Entitlement

Department and Cost Centre Allocation

Pension Scheme Membership and Payments

Any regular additional payments or deductions

An Employee Record Template which may be useful for data entry is included at the end of this booklet.

Loading the Software

The system has to be loaded onto a computer running Windows XP or above.

Insert the CD and the system should automatically begin installation.

If not, select **Start** and **Run** from the Windows Desktop.

In the **Command Line** type **d:\Setup** (where d is the drive letter of the CD-ROM) and click **OK**.

The screen below will appear from which you can select Paydata to install.



Select **Install Products**,

FARMdata Installation CD

farmdata
MANAGEMENT SYSTEMS

Install Products and Updates 1/2

Please select the Products and Updates that you wish to Install:

Product	Status	Install
CATTLEdata	Not Installed	<input type="checkbox"/>
CROPPdata	Not Installed	<input type="checkbox"/>
DAIRYdata	Not Installed	<input type="checkbox"/>
FINANCIALdata	Not Installed	<input type="checkbox"/>
PAYdata	Not Installed	<input checked="" type="checkbox"/>
SHEEPdata	Not Installed	<input type="checkbox"/>

Next > < Back Cancel

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Select Paydata and click next.

FARMdata Installation CD

farmdata
MANAGEMENT SYSTEMS

Install Products and Updates 2/2

Please enter your Activation Keys for the following Products. If a Key is shown as Optional then it may be left blank, and the Product will run for 60 days after Installation.

Product	Key Required	Activation Key
PAYdata	Optional	

Install < Back Cancel

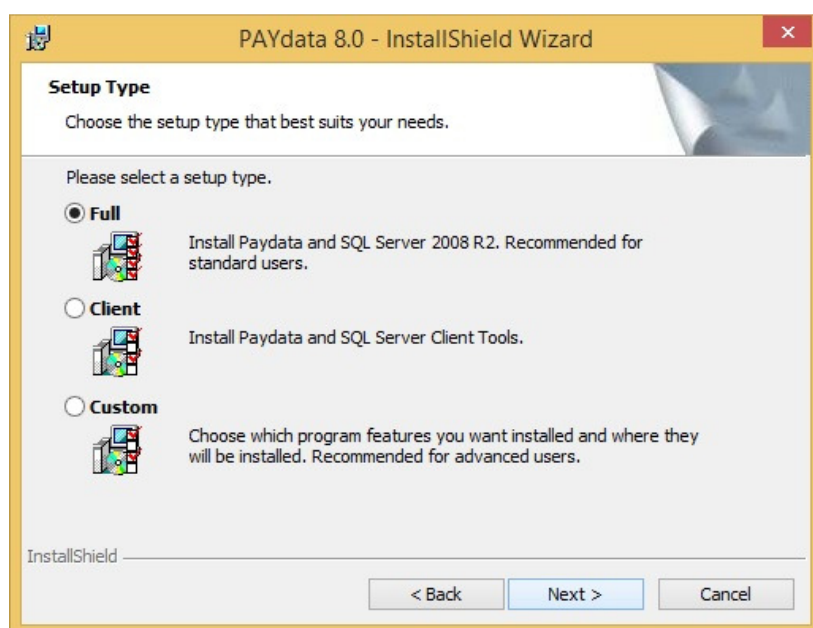
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Enter the Activation Key supplied. Leave blank if this is an evaluation copy.

The PAYdata for Windows Installer screen will now appear. A registration screen will ask you for your Name and Organisation as below. Click **OK** to proceed and files will be copied.



If this is a stand-alone pc installation select Full on the screen below. If it is a server installation please consult Farmdata.



Follow the InstallShield wizard through. The program will now be installed. You should now have a PAYdata Icon on your desktop.

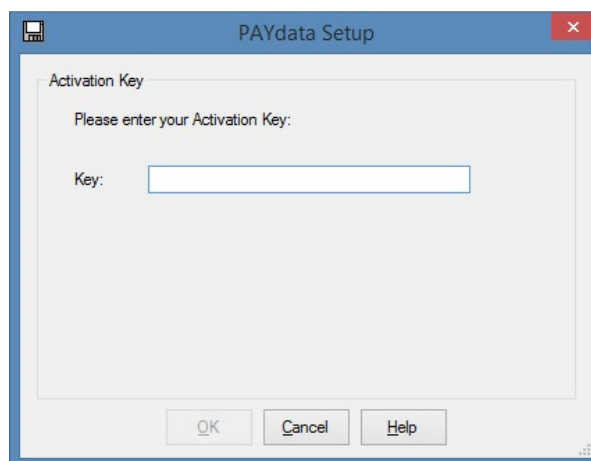
Starting the System

Once you have the system loaded onto the computer you can go ahead and start to use it.

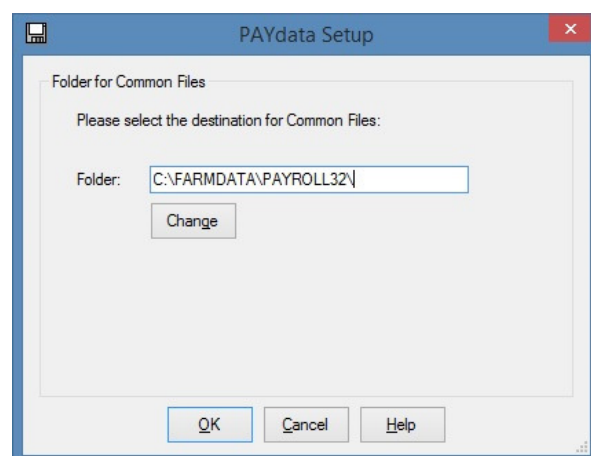
Use the PAYdata Icon on the desktop or Go to **Start, Programs, Farmdata and PAYdata.**

If you have installed from a web download the first time the program is opened an Activation Key is then asked for. Enter the Key as written on your Certificate or Installation Sheet. It is **essential** to use upper and lower case as on the certificate.

If you are installing a demonstration program you will have no Activation Key, the system will work for 60 days and then ask for an Activation Key. No data will be lost but you will not be able to access it until you obtain an Activation Key from Farmdata.



You will then get a screen showing you which directory the data files will be loaded into. C:\FARMDATA\PAYROLL32\ is the suggested directory. If this is not acceptable, click **Browse** and select your preferred directory.



Click OK proceed.

The system will then check for the necessary disk space on your computer. The setup routine now adds PAYdata to the Farmdata group box, unless you choose to put it elsewhere. You will now have a Farmdata group in Windows, with a PAYdata for Windows Icon.

The first time you go into the program you will be asked if you wish to create a new business. Accept and you will go into setting up the system structure as described below..

Setting up the System Structure

The first sections that have to be set up are all in the Maintenance Routines Option. All the options are described in Chapter 2 of the manual.

The screenshot shows the 'Payroll Parameters' window with the 'General Parameters' tab selected. The following fields are visible:

- Payroll Name: Manor Farm
- Frequency: Monthly
- Highest Cash Note: 50
- Holiday Year End Month: December
- Employer Contracted Out: No
- Contracted Out Number (ECON):
- Tax Year in Progress: 2016
- Last Pay Period: 2
- Last Pay Date: 30/05/2015
- Type of Employee Costings: By Employee
- Agency Holiday Accrual Rate: 0.000
- Password:

At the bottom right, there is a checkbox labeled 'Details Verified' which is checked. At the bottom center, there are three buttons: 'Save', 'Exit', and 'Help'.

All the above data should be filled in. Tax Year is the year in which the financial year ends, 2015-2016 Financial Year is Tax Year 2016

Last Pay Period should be 0 at the start of the financial year.

Password may be blank. If blank, no password is demanded.

The screenshot shows the 'Payroll Parameters' window with the 'Nominal Ledger Codes' tab selected. The window has a yellow title bar and a standard Windows interface. The 'General Parameters' tab is also visible. The 'Nominal Ledger Codes' tab contains the following fields:

- Income Tax: IT
- NI Contributions: NIC
- Bank Account: BANK
- Recoverable SSP Payments: SSP
- Recoverable SMP Payments: SMP
- Recoverable SPP Payments: SPP
- Recoverable ShPP Payments: ASPP
- Recoverable SAP Payments: SAP

At the bottom of the window, there is a 'Required Items' section with a red asterisk, a 'Details Verified' checkbox (checked), and three buttons: 'Save', 'Exit', and 'Help'.

Nominal Ledger Codes should be filled in. Blank is not an option.

Nominal Ledger Codes from your accounting system should be used if available. Alternatively text can be entered as above.

The screenshot shows the 'Payroll Parameters' window with the 'Employer Details' tab selected. The window has a yellow title bar and a standard Windows interface. The 'General Parameters' tab is also visible. The 'Employer Details' tab contains the following fields:

- Employer Name: Manor Farms
- Address: Estate Office, Manor Farm, Upton, KL01 0TH
- Telephone: (empty)
- Contact Title: Mr (dropdown menu)
- Contact Forename: Ian
- Contact Surname: Hendry

At the bottom of the window, there is a 'Required Items' section with a red asterisk, a 'Details Verified' checkbox (checked), and three buttons: 'Save', 'Exit', and 'Help'.

Enter employer details as known to HMRC and contact details for the responsible person.

Payroll Parameters

General Parameters | **Nominal Ledger Codes** | Employer Details | **Bank Details** | Tax Details

Bank Name: Barclays Bank PLC

Bank Branch: Upton High Street

Sort Code: 002200

Account Number: 00123516

Account Name: Manor Farm

Type of Bank Transfer Output: Auto-Pay Text File

Directory for Bank Files: C:\FARMDATA\PAYROLL32\BANK\

Extension for Bank Files: .bt

Banking Package supports RTI Cross Ref: ☐ Yes

BACS User ID:

* Required Items: ☒ Details Verified:

Save Exit Help

Bank Details should be entered if payments are to be made by BACS.

Payroll Parameters

General Parameters | Nominal Ledger Codes | Employer Details | Bank Details | **Tax Details**

Tax Office Name: Upton

Tax Office Number: 911

Tax Reference Number: 0341515

Accounts Office Reference: 911PU00341515

SA UTR Number (if applicable):

COTAX Reference (if applicable):

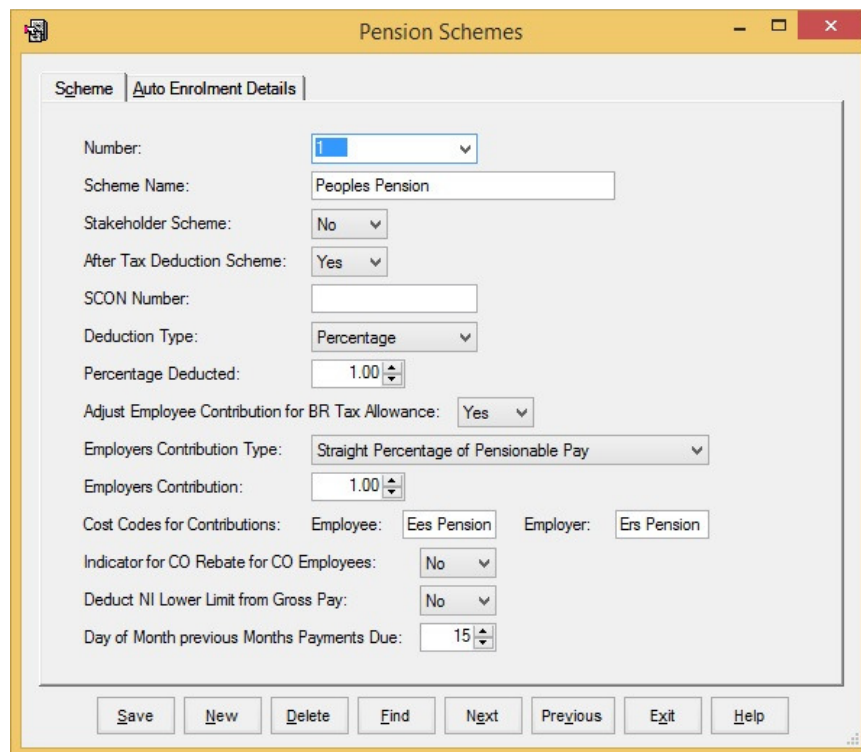
Directory for Submissions: C:\FARMDATA\PAYROLL32\MAIL\

* Required Items: ☒ Details Verified:

Save Exit Help

Tax Office Name, Number and Reference can be found on the Payment Deduction Book or any correspondence with the tax office.

Pension Schemes



The screenshot shows a software window titled "Pension Schemes" with a yellow header bar. Inside, there are two tabs: "Scheme" and "Auto Enrolment Details", with the latter being the active tab. The form contains the following fields and controls:

- Number: A dropdown menu with the value "1" selected.
- Scheme Name: A text box containing "Peoples Pension".
- Stakeholder Scheme: A dropdown menu with "No" selected.
- After Tax Deduction Scheme: A dropdown menu with "Yes" selected.
- SCON Number: An empty text box.
- Deduction Type: A dropdown menu with "Percentage" selected.
- Percentage Deducted: A spinner box with the value "1.00".
- Adjust Employee Contribution for BR Tax Allowance: A dropdown menu with "Yes" selected.
- Employers Contribution Type: A dropdown menu with "Straight Percentage of Pensionable Pay" selected.
- Employers Contribution: A spinner box with the value "1.00".
- Cost Codes for Contributions: Two text boxes, "Employee:" containing "Ees Pension" and "Employer:" containing "Ers Pension".
- Indicator for CO Rebate for CO Employees: A dropdown menu with "No" selected.
- Deduct NI Lower Limit from Gross Pay: A dropdown menu with "No" selected.
- Day of Month previous Months Payments Due: A spinner box with the value "15".

At the bottom of the window, there is a row of buttons: "Save", "New", "Delete", "Find", "Next", "Previous", "Exit", and "Help".

Each Pension Scheme required should be created independently. Click New and allocate a number, fill in the detail and click Save.

Allowance / Deduction Codes

Allowance / Deduction Codes are used to make adjustments to pay outwith the normal basic pay and hourly rates.

Within the system you can set up a list of these to suit your business. A basic set are allocated when a business is created but this can be amended as required.

Addition and Deduction Codes

Before Tax AdditionAfter Tax AdditionBefore Tax DeductionAfter Tax Deduction

	Code	Description	Before NI	Cost Code
▶	1	Bonus	<input type="checkbox"/>	
	2	Other Pay	<input type="checkbox"/>	
*			<input type="checkbox"/>	

Save

New

Delete

Print

Next

Previous

Exit

Help

Entering Employees

Each employee has to be created in the Employee Records. It may help to use copies of the sheet at the end of this book to collect the required information before entry into the system.

To create the first employee click the Employee records button at the top.

The following screen will appear.

The screenshot shows a software window titled "Employees". It contains a tabbed interface with the following tabs: Employee, Details, Payment, Pension, Costings, Cum/Prev Employ, NI Cumulatives, Additions/Deductions, and Holiday. The "Employee" tab is currently selected. The form fields are as follows:

- Employee Number: 0006 (dropdown menu)
- Surname: Drummond
- Forenames: Ian, McCall
- Title: Mr (dropdown menu)
- Date of Birth: 06/09/1985
- Sex: Male (dropdown menu)
- NI Number: WL553322A
- Citizenship: UK
- From a Country in the European Economic Area: ☐ Yes
- Passport Number: (empty field)
- Address: 2 Spinners Loan, Upton, UP32 500
- Tel Number: (empty field)
- Starting Date: 01/09/2013

At the bottom of the window, there are buttons for Save, New, Delete, Find, Print, Next, Previous, Exit, and Help.

Each employee should be allocated a payroll number. Enter this at the top.

Fill in the detail as available. Where the correct information is not available you may need to make a fictitious entry until the correct information is discovered. Some detail must be correct before the first Payrun is started such as Tax code, NI Letter and Basic Pay. Other entries have to be correct before RTI submission, such as NI Number, Address and Date of Birth.

National Insurance Number must be in the form AA123456A.

1. Must be 9 characters.
2. First 2 characters must be alpha.
3. Next 6 characters must be numeric.
4. Final character can be A, B, C, D or space.
5. First character must not be D, F, I, Q, U or V
6. Second characters must not be D, F, I, O, Q, U or V.
7. First 2 characters must not be combinations of GB, NK, TN or ZZ (the term combinations covers both GB and BG etc.)

Employees

Employee Details Payment Pension Costings Cum/Prev Employ NI Cumulatives Additions/Deductions Holiday

Employee: 0006 Drummond, Ian

Email Address:

Email Payslip: ☐ Yes:

Payment Method: Bank Transfer

Bank Name: TSB

Bank Branch: Upton

Bank Sort Code: 998877

Bank Account Number: 52001245

AutoPay Number: 0006

Job Title: Assistant Manager

Director NI Rules Apply: ☐ Yes:

First Pay Period as a Director: 0

Record Partner Details for ShPP: ☐ Yes:

Partners Surname:

Partners Forenames:

Partners NI Number:

Save New Delete Find Print Next Previous Exit Help

Where Bank Transfer is the Payment Method then the Bank Details must be completed.

Employee: 0006 Drummond, Ian

SVR Indicator: ☐ Yes: Cash Payment: 0.00

Tax Code: 1060L Last Review Date: 01/09/2013

Month 1 Basis: ☐ Yes: Basic Pay: 1500.00

Student Loan Repayments Apply: ☐ Yes: Hours Normally Worked: 39.00

Irregular Payment Pattern: ☐ Yes: Hourly Rates:

No	Rate
1	8.260
2	0.000
3	0.000
4	0.000
5	0.000

Last Pay Period: 2

Save New Delete Find Print Next Previous Exit Help

Where a Tax Code is not known then use the emergency Tax Code on a Week 1 Basis with tax letter L. Your tax office can inform you of the current emergency code.

Basic Pay should be set at the value to be paid each Pay Period. For example, where an employee has a wage of £250 per week but is paid fortnightly the Basic Pay should be £500. If he were paid 4 weekly the Basic Pay would be £1000.

In **Pensions** tab. Where a business has several Pension Schemes in operation ensure the correct one is selected for the employee. Where the values are declared in the employee record, these should be filled in.

In **Costings** set the Department if required and the Cost Centre allocation if known.

In **NI Cumulative**. If you don't know the NI letter use A to deduct at the standard rate. For employees over state pension age use C and for employees under 21 use M

In **Additions/Deductions** set any regular values to be added or deducted each pay period.

Click New at the bottom to add another employee record and continue with the next employee.

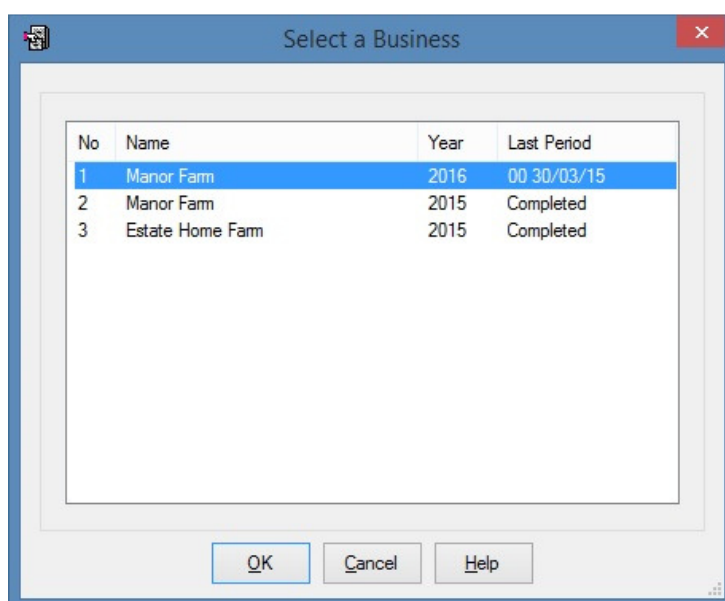
Once all the employees have been entered you can proceed to the Payroll Run.

New Businesses

To set up a new payroll click on **File** and **New Business**. Alternatively click the closed book icon at the top left of the screen. This will take you back to the initial start-up screen. You then follow the same routine for each new payroll.

If your business has different frequencies of payment to staff, for example weekly and monthly payments, these will have to be set up as separate payrolls.

Next time you start the program you will be given the business option screen to pick from as shown below. If you wish to swap between businesses whilst working in the program, click **File** and **Change Payroll**. Alternatively click the open book icon at the top of the screen.



Use the main manual for further explanation when required.

Don't Forget to take Backup!!!!!!

If all else fails Farmdata can resurrect your records from good backups.

Employee Record Entry Sheet

First Name		Address	
Middle			
Surname			
Date of Birth		Post Code	
Sex	Male 9 Female 9	NI Number	
Director	Yes 9 No 9	Start Date	

Tax Code		Week 1	Yes 9 No 9
NI Letter		Student Loan	Yes 9 No 9
Paid By	Cash 9 Chq 9 Bank Tran 9	Last Review Date	
Basic Pay		Hourly Rate 1	
Holiday Days		Hourly Rate 2	
		Hourly Rate 3	

Department		Cost Centre 1		%
		Cost Centre 2		%
		Cost Centre 3		%

Pension Scheme		Employees Cont.	
AVC Value		Employers Cont.	

	Before Tax Addn		After Tax Addn		Before Tax Dedn		After Tax Dedn	
Code								
Value								
Cost Ctr.								